



Town of Belmont Employment Opportunity

The Town of Belmont is now accepting applications for a temporary full-time position

DEPARTMENT OF PUBLIC WORKS
WATER DIVISION
TEMPORARY (APPROXIMATELY 6 MONTHS)
MAINTENANCE CRAFTSPERSON

Applicants must submit the required Town of Belmont application form, resume and cover letter to the Town's Human Resources Department by the closing date of December 11, 2015.

The purpose of this position is to repair, maintain and install water hydrants, gate valves, mains, services and meters. The work is performed under the direction of the Operations Manager and Water Works Construction Supervisor.

- Performs maintenance and repair work for the department including repairing water main breaks and service leaks in excavations, replacing water services, installing and repairing hydrants, installing and repairing gate valves, repairing plugged water services.
- Installs, maintains and repairs water meters and data transmission devices in Town residences and commercial buildings; checks systems for leaks and diagnoses problems; reviews results with customers and advises them of options.
- Records and marks out water main and service locations.
- Serves on stand-by call on a rotating basis to respond to emergencies.
- Responds to inquiries and complaints from the public; provides information and refers matters to appropriate personnel.
- Performs Dig Safe notifications.
- Check sidewalk boxes to ensure that they are clean and workable.
- Cleans and maintains trucks, tools, pumps and hoses.



High school diploma or equivalent with vocational/technical training in Waterworks or a related trade and two years of waterworks construction or utility experience, or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this job. Position requires possession of a valid Massachusetts CDL license, class B, with airbrake and tank vehicle endorsement.

A pre-employment physical with drug screening will be required.

Hourly wage is \$20.16, and does not include benefits.

Application Process

All applicants are required to complete a Town application form, available from the Town's website, www.belmont-ma.gov, by emailing humanresources@belmont-ma.gov, calling (617) 993-2740 or by visiting the Human Resources Department at the Belmont Town Hall. Applicants may attach resumes to the Town application form as additional information but cannot use this in lieu of completing the required form.

All full-time and some part-time employees will need to complete a pre-employment physical and drug-screening examination. Certain positions will also require a CORI criminal background screening.

The Town reserves the right to modify the application deadline and/or accept applications after the deadline in order to best serve the interest of the community.

After the submission deadline, the Human Resources Department and a review committee will review all completed applications and will select the most highly-qualified respondents for interviews. The Town will acknowledge receipt of completed applications that it receives and will only further contact individuals who the Town selects to interview.

Individuals who need accommodations in order to participate in this process should contact the Town's Human Resources Department.

Please address all questions regarding the Town's hiring process to:

Human Resources Department
Town of Belmont
455 Concord Avenue
Belmont, Massachusetts 02478
(617) 993-2740
humanresources@belmont-ma.gov